The proper way for an inbound mail to be labeled should reflect the following example:

First & Last name
Bldg. Code & Room #, Mail Stop
Street
City, State & Zip-Mail Stop

Example:
John Doe
MSM 143, Box 454009
4505 S. Maryland Pkwy.
Las Vegas, NV 89154-4009

Even though the end user’s name and department are not required for the delivery of the materials to the University, they are necessary so Delivery Services can accurately sort the packages for campus delivery.

Postage Rate Increases

Don’t forget postage goes up May 12, 2008 from forty-one cents to forty-two cents. Get your forever stamps now at any United States Post Office.

Valid as First-Class postage on standard envelopes weighing one ounce or less, regardless of any subsequent increases in the First-Class rate.

Bundle mail pieces to face same direction

When boxing or bundling your mail for metering, be sure to keep the mail pieces facing the same direction. Upside-down or backwards mail pieces can slip through the metering machine unnoticed, resulting in the postage being printed on the back or bottom of the envelope. When this happens, the mail pieces will be either returned to you or mailed to the recipient with postage due. This can slow your communications and cause extra charges for you or your recipient, neither of which is good for business.

Don’t overstuff envelopes

Be watchful of the amount of paper placed into your mail pieces. The mail center is receiving several business envelopes that are over the one-quarter-inch maximum thickness allowed for first class letter rates. The postage for these increases from a letter of forty-two cents to a flat rate. If more than three sheets of paper you will need to seal the envelope.
How to Reduce Junk Mail

To remove your name from:

- Local merchants
- Religious / charitable organizations
- Professional / alumni associations
- Political candidates
- Mail addressed to "occupant" or "resident"

You may either:

Call their customer service 1-800 number.
Visit local businesses in person and request them to discontinue unrequested and undesired mail or another helpful source, the Stop Junk Mail Association (SJMA) can be reached at 1-800-827-5549.

To stop your name from being used in list sharing

To remove your name from national commercial and non-profit organizations, write to Direct Marketing Association (DMA) and TRW. DMA is a trade organization representing more than 3000 direct mail firms, service organizations, retailers, publishers, and catalogers. Your name goes on a list of consumers that do not want to receive junk mail, and remains there for five years.

DMA shares this list with TRW, and other members, who use the list to remove names from their own mailing lists. In addition, TRW compiles their own list and shares it with Equifax, Inc. and Trans Union Corp., two credit bureaus.

Send your name, all its variations used, and mailing address to:

Mail Preference Service
Direct Marketing Association
P.O. Box 9008
Farmingdale, NY 11735

and

TRW Consumer Opt Out
TRW Target Marketing Services
701 TRW Parkway
Allen, TX 75002

Request they remove your name from their mailing lists.